

## DUTIES AND/OR REQUIREMENTS OF STATE COMMITTEE MEMBERS

1. To attend the State Association annual convention and its two conferences-fall and midwinter.
2. To register at the conference or convention upon arrival at the conference or convention site, but prior to attending the committee meeting(s) on Saturday morning. Unregistered attendees are considered absent.
3. To attend meeting or meetings of the committee of which you are a member. (Most of these meetings are held on Saturday morning [with the exception of the Elks Major Project Board of Directors].)
4. To attend the general session of the Association at conferences on Sunday morning and at the annual convention on Saturday afternoon and on Sunday morning.
5. To take back to the lodges all the information obtained at the committee meetings and to take charge of carrying out the program of the committee during the entire year. As several committees do not have one member from each lodge represented, it is the responsibility of the committeeman to assure that each lodge's local committeeman receives the program of his committee and that it be carried out on the local lodge level.
6. If for any reason a committeeman cannot attend either a conference or convention, it is his duty to so inform the chairman of the Credentials and Elections Committee and chairman of his committee IN WRITING, prior to the convention or conference dates if possible. It is preferred that a substitute brother be sent to the committee meetings if and when possible. The substitute is usually chosen by the committeeman himself, however, it requires the approval of the Exalted Ruler of the committeeman's lodge-especially if and when the local lodge reimburses the committeeman for any expenses incurred.
7. Not excused absence from more than one conference or convention in anyone year automatically requires removal of that committeeman from any state committee.

## DUTIES AND/OR REQUIREMENTS OF STATE COMMITTEE CHAIRMEN

1. To see that the program of the committee is carried out according to the Bylaws.
2. To take charge of the committee meeting at the conference and/or convention and to disseminate to the committee members all the information required to carry out the committee's program.
3. To prepare an agenda for the committee meeting so as to assure smooth running of the meeting. To prepare such material as may be needed to bring all the information back to the local lodges to enable them to carry out the program of the committee during the entire year.
4. On committees where there is not one member from each lodge, it is the duty of the chairman to assign a committeeman to each lodge not represented so that he can get in contact with the local lodge committee chairman so that the program of the committee can be carried on in each lodge.
5. To attend all three conferences and convention meetings.
6. To register prior to any committee meetings.
7. To take attendance at the committee meetings and to mark excused or not excused any committeeman not present.
8. To report at the general session on the program and progress of the committee.
9. To carry out any request pertaining to the committee by the State President.
10. To keep in touch with the members of his committee during the entire year and to disseminate, or mail, any literature or information which may be required to properly carry out the program of the committee.
11. To contact the State President in case the chairman cannot attend a conference or convention in due time so as to enable the President to put someone else in charge of the particular meeting.
12. To submit a budget request for his committee in writing to the chairman of the Board of Trustees by March 1<sup>st</sup> of the current year. The Trustees & B.O.D. meet on Friday before the convention and must have each committee's request before that meeting in order to prepare the Association's budget.